

STATE OF COLORADO

Colorado Department of Public Health & Environment Air Pollution Control Division

Application for Training Course Approval Lead-based Paint

Name of Course

Provider

Address

Phone(s)

()

Contact

Person(s)

Course(s)

State or EPA

Approval(s)

*(Attach copies
of approvals)*

Statement Of

Course Certification

As the authorized representative of _____, I certify that the course(s) for which this application is made meet(s) the minimum length (in hours and days), the hands-on training requirements, and covers all topics required by all applicable state and federal regulations.

Signature & Title of Authorized Representative

Date

This box for CDPHE use only.

Check # _____ Amount _____

Date Received _____ Received By _____

Attachments to Application

The following items must accompany this application:

\$ *Accreditation fee for training program(s).*

Inspector (24 hour) course - \$1500.00
Risk Assessor (16 hour) course - \$1000.00
Supervisor (32 hour) course - \$2000.00
Project Designer (8 hour) course - \$500.00
Abatement Worker (16 hour) course - \$1000.00
All refresher training courses - \$500.00 each

\$ *A list of any States and EPA Regions that currently approve the training course.*

Along with this list, the applicant must provide copies of course approval letters received from EPA or a state (whose program has been approved by EPA). If these letters are not provided, the state reserves the right to refuse the applicants' request for reciprocity.

\$ *The course curriculum, and test being used in the course.*

This should be broken down by days and subject area; the test(s) must be those which are given to students in order to successfully complete the course.

\$ *In the curriculum and course agenda, the applicant must show what portions of the course will be taught by each instructor.*

The instructor's name must appear next to the subject area that he or she will be teaching. More than one instructor may be listed, if the subject area will be taught by different instructors employed by the applicant. Each instructor must have the requisite experience to teach the particular subject area.

\$ *A copy of all course materials (student manuals, instructor notebooks, handouts, etc.).*

NOTE: This requirement may be waived by attaching evidence of the purchase and use of EPA-approved training materials. This may take the form of a receipt or other such document that may be verified by the Division. Many of these materials may be obtained from the *National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161, (800) 553-6847 or (703) 487-4650*. The materials have been produced under various EPA grants, and meet the minimum requirements of 40 CFR Part 745. **NOTE: If teaching in the state, Air Quality Control Commission Regulation Number 19 must be taught and distributed to students during the state requirements portion of any asbestos course approved by the State of Colorado.**

\$ *Names and qualifications of course instructors.*

Instructors must have academic credentials and/or field experience in lead-based paint abatement. (Please see attached sheets for specific requirements.) Documentation of experience claimed or instruction received must be provided by the instructor. This must include submission of a resume with telephone numbers, and personal references. These are provided to allow for verification by the Division.

\$ *A copy of the quality control plan as described in Section III.A.3.i of Regulation No. 19.*

The quality control plan shall be used to maintain and improve the quality of the course over time. The plan must include procedures for periodic revision of training materials and the course test to reflect innovations in the field, and procedures for the training manager's annual review of principal instructor competency.

\$ *A description of the facilities and equipment to be used for lecture and hands on training.*

\$ *A description of the activities and procedures that will be used for conducting the assessment of hands-on skill.*

Air Pollution Control Division

Course Approval Procedures and Requirements

Lead-based Paint

- 1) Any person wishing to sponsor courses in disciplines for which training or certification is required under Colorado AQCC Regulation Number 19 must apply to the Division for approval. In order for a course to be approved it must meet the requirements outlined in AQCC Regulation Number 19. These are summarized in whole or in part below.
- 2) After reviewing the application for course approval, the Division shall inform the applicant in writing whether the course is approved for use in Colorado or if changes must be made in the application before approval may be granted.
- 3) Once the applicant has been informed that the course is approved, the course is considered to have **contingent** approval, and the applicant may begin offering courses in the State. Final approval of the course will not be granted until the Division has attended the course and determined that the course meets the requirements of this regulation.
- 4) After contingent approval has been granted by the Division, the applicant must make application with the Department of Higher Education, Division of Private Occupation Schools (DHE/DPOS), for approval as an occupational education course. Failure to follow the DHE/DPOS regulations or failure to obtain or retain DHE/DPOS approval may result in the de-certification of the course by the Air Pollution Control Division. *NOTE: This requirement applies only to **private** occupational schools; colleges are exempt from this requirement.*
- 5) Applicants who wish to offer courses already approved by the Environmental Protection Agency or by a State whose training requirements are at least as stringent as the Commission's and whose lead-based paint certification program has been approved by EPA shall be granted reciprocity to teach classes in Colorado. **The applicant must receive written approval before offering any course in the State of Colorado.** The applicant shall be subject to all requirements outlined in this regulation.
- 6) Applicants seeking approval for initial training or refresher training courses shall send (on the attached form) the information outlined in Regulation 19, including:
 - \$ *The course sponsor's name, address, phone number and contact person.*
 - \$ *A list of any States and EPA Regions that currently approve the training course.*
 - \$ *The course curriculum, and the test being used in the course.*
 - \$ *A copy of all course materials (student manuals, instructor notebooks, handouts, etc.) **NOTE:** This requirement may be waived by attaching evidence of the purchase/use of EPA-approved training materials.*
 - \$ *Names and qualifications of course instructors. Instructors must have academic credentials and/or field experience in lead-based paint abatement.*
 - \$ *In the curriculum and course agenda, the applicant must show what portions of the course will be taught by each instructor.*
 - \$ *A description of the facilities and equipment to be used for lecture and hands on training.*
 - \$ *A description of the activities and procedures that will be used for conducting the assessment of hands-on skill.*
 - \$ *A copy of the quality control plan as described in Section III.A.3.i of Regulation No. 19.*
 - \$ *Accreditation fee for training program(s).*
- 7) After completing the information above, applicants must send the application to the address listed below.

Colorado Department of Public Health & Environment

APCD-SS-B1

4300 Cherry Creek Drive South

Denver, CO 80246-1530

Attention: Certification Coordinator

Course Approval Procedures and Requirements--Page Two

The minimum requirements for the training manager shall be:

- 1) At least two (2) years of experience, education, or training in teaching workers or adults;
or
A bachelor's or graduate degree in building construction technology, engineering, industrial hygiene, public health, education, business administration, program management, or a related field;
or
Two years of experience in managing a training program specializing in environmental hazards.
- 2) Demonstrated experience, education, or training in the construction industry including: lead or asbestos abatement, painting, carpentry, renovation, remodeling, occupational safety and health, or industrial hygiene.

The minimum requirements for the principal instructor shall be:

- 1) Demonstrated experience, education, or training in teaching workers or adults.
- 2) Successfully completed at least sixteen (16) hours of any EPA accredited or EPA-authorized State or accredited lead specific training.
- 3) Demonstrated experience, education, or training in lead or asbestos abatement, painting, carpentry, renovation, remodeling, occupational safety and health, or industrial hygiene.

Documentation recognized by the Division as evidence that training managers and principal instructors have required education, work experience, training experience, or demonstrated experience include: official academic transcripts or diploma as evidence of meeting the educational requirements; resumes, letters of reference, or documentation of work experience, as evidence of meeting the work experience requirements; and certificate train-the-trainer courses and lead-specific training courses, as evidence of meeting the training requirements.

All principal instructors and training managers **must** meet the above requirements at the time of course application for approval. Subsequent to approval, all future principal instructors and training managers hired by the course providers **must** meet these requirements, and be approved by the Air Pollution Control Division before teaching classes.